



Your Cycling Connection

# COVID-19 SAFETY PLAN

Updated February 2022

Hub Cycling is committed to keeping our employees, visitors, and the public safe during the COVID-19 pandemic. We will monitor and follow the guidelines set forth by provincial, federal, and world health authorities, and update our protocols as recommended or mandated. All employees of Hub Cycling are required to follow all COVID protocols that are in place at all times. This includes the creation of this COVID-19 Safety Plan.

## DEFINITIONS

According to the World Health Organization (WHO):

- A “pandemic” is the worldwide spread of a new disease
- “Coronavirus disease (COVID-19)” is an infectious disease caused by a newly discovered coronavirus
- “Variants” are the differences in a disease/virus as it spreads.

## POLICY

HUB Cycling will carefully monitor public health recommendations during the current COVID-19 pandemic and implement all recommendations and requirements in real time. In accordance with WorkSafeBC and the provincial Health Officer, HUB Cycling will create and post a COVID-19 Safety Plan within the workplace and on our website.

The organization is responsible for:

- Ensuring the health and safety of their workers, and all other people at their workplace
- Assessing their workplaces in order to identify places where the risk of transmission is introduced
- Having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.
- Completing and posting the COVID-19 Safety Plan
- Training and educating everyone at the workplace of the contents of that plan
- Ensuring supervisors have been trained on monitoring workers and workplace to ensure policies and procedures are being followed
- Making sure employees are able to raise any safety concerns they may have and work with them to resolve any safety issues
- Leading ongoing communication with staff regarding the application of COVID safety measures in different settings and situations.

Employees are responsible for:

- Understanding and following COVID protocols and related supervisory direction.



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- Taking reasonable care to protect their own health and safety and the health and safety of other people at workplace
- Taking responsibility for their personal wellness care, which includes frequent hand washing and staying home when they have relevant symptoms.
- Reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

The owner or the prime contractor is responsible for:

- Coordinating health and safety at a workplace where workers of two or more employers are working at the same time
- Reviewing and assessing the COVID-19 safety plans of each employer at the workplace
- Developing and implementing an overall plan to coordinate workplace safety and ensure compliance (Source: WorkSafeBC)

In accordance with BC laws, no person who meets any of the following criteria will be permitted to enter our workplace (Source: Government of BC) :

- Anyone who has had [symptoms of COVID-19](#)
- Anyone who has been told to isolate by Public Health

Anyone who has travelled outside of Canada within the last 14 days should adhere to the [BCCDC's guidance here](#).

Anyone who is a close contact of someone with COVID-19 should adhere to the [BCCDC's guidance here](#).

Employees who believe work presents an undue hazard have the right to begin the work refusal process. Please refer to the Work Refusal policy for more information.

## **SAFETY PLAN**

At HUB Cycling, the following measures have been put into place to ensure safety during the COVID-19 outbreak.

### Screening

- No person who has even mild [symptoms of COVID-19](#) shall enter the workplace.
- Employees are to use the B.C. [COVID-19 Self-Assessment Tool](#) if they have symptoms to see if they need to be tested for COVID-19.
  - In the event that an employee does not pass the screening, they will be instructed to stay home and self-isolate. If they have access to take a Covid-19 test, they may not enter the workplace until after their Covid-19 test results show a negative result and at least 24 hours after their last symptoms. In the event test results are positive for Covid-19, the employee must isolate for a period of at least 5 days and at least 24 hours



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after their last symptoms. Fully vaccinated employees returning within 10 days of a positive test result must wear a mask 100% of the time they are working in person with others. An employee is considered to be fully vaccinated after receiving two doses of any of the World Health Organization approved COVID-19 vaccines or one dose of the Janssen COVID-19 vaccine. HUB Cycling recommends that all employees get a Covid-19 booster shot to further improve protection for themselves.

- o This time away from work may be claimed as part of the employee's five paid wellness days or they may work remotely.
- Visitors to the workplace will be limited to only essential visits, and those who do enter will be required to follow the same screening protocols as staff, as described above.

### Self-Isolation

As self-isolation protocols are subject to change, employees are advised to monitor and follow all Government of British Columbia and [Public Health updates](#) including [guidelines for symptoms management](#) on an ongoing basis. HUB Cycling will monitor, adhere to, and post all updates/changes as they occur. Employees will be required to read, understand and follow the most recent protocols posted and communicated by the company.

### Masking

- All employees and visitors at HUB Cycling are required to wear masks in common areas of 312 Main. Fully vaccinated employees may remove their mask at their desks, at dining tables, and in meetings with other fully vaccinated colleagues, as agreed by consensus in the room.
- At shared workplaces other than 312 Main St, bike education staff will follow their program's more specific guidelines, which can be found in the HUB Instructor Drive or online [here for Bike to School programs](#) and [here for StreetWise programs](#). Other staff will wear a mask at all times. Fully vaccinated employees may remove their mask at dining tables and in meetings with other fully vaccinated colleagues, as agreed by consensus in the room.

### Physical Distancing

- In all cases, employees and visitors must keep a minimum of two metres between themselves, including in doorways, elevators, stairwells, etc.

### Sanitizing, Hand Washing, and Other Health Procedures

- 312 Main will ensure that hand sanitizer is available upon entry to the building and that surfaces are disinfected regularly.
- At shared workplaces other than 312 Main St, employees will hand sanitize upon entry to buildings.



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- Employees are to refrain from using any telephones, computers, or keyboards that are not designated for their use, barring in the event of an emergency. Where a common tool must be used by multiple persons, it must be disinfected between each use.
- HUB Cycling employees are encouraged to wash their hands at regular intervals, including before and after eating and drinking, anytime they touch their face and mask, etc.
  - Signage will be posted in the washrooms and kitchen reminding employees of proper handwashing techniques.
- If employees need to sneeze or cough, they are encouraged to do so into their shirt sleeves, elbows, or into a tissue, avoiding coughing or sneezing in the direction of another person and ensuring to wash their hands afterwards.

#### Additional COVID-19 Protocols

In addition to these measures, HUB Cycling has implemented the following:

- Physically distanced desks and dedicated desk schedules
- Partitions or plexiglass barriers between desk spaces
- Raising awareness of the free extended health benefits Employee Assistance Program to support mental and physical health.

#### Privacy of Information

All personal or medical information acquired by Hub Cycling during the pandemic will be treated with the utmost confidentiality according to mandated governmental privacy standards.